

**Buildings and Grounds
Status Report
September 29, 2016 – October 5, 2016**

Buildings

- All trash picked up from all buildings.
- Buildings cleaned daily.
- HVAC checked daily in all buildings and filters changed as needed.
- Delivered packages to various offices from the Finance Office.
- Stripped kitchen floor at Dominique Johnson Building.
- Waxed main floor, hallway and kitchen floor at Dominique Johnson.
- Got measurements for ductwork for Arctic.
- Repaired the urinal and sink in the men's bathroom at Mirror Lake Beach Concession.
- Adjusted the mechanical door on the stage at the BMIA Building.
- Set up for Wellness Fair.
- Installed blinds in detectives.
- Stacked up chairs in the courtroom; went to Nesbit and picked up tables and stacked in the courtroom.
- Repaired sink at the Senior Center.
- Repaired men's bathroom sink in the Municipal Bldg.
- Clean gutters at all buildings.
- Work on the outside spigot at Mirror Lake Beach Concession.
- Checked all flags and changed them as needed.

Parks

- Trash picked up from all parks/beaches on a rotating basis.
- Grass cutting and weed whacking at all parks on a rotating basis.
- Cut fallen tree on the trails at the train station.
- Mirror Lake Concession landscape project.

Miscellaneous

- Delivered three recycling totes.
- Pick up plants from resident at 5 Oak Avenue.
- Took truck to Monmouth trucking to get tailgate repaired/replaced.